



# ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

## DONATIONS AND GRANTS

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### OBJECTIVES

In accordance with the Local Government Act 1993, particularly section 356:

- To provide financial assistance to groups or individuals who offer significant contribution to the social, economic and/or environmental wellbeing of the community.
- To provide assistance to community groups and/or sporting bodies by way of financial contribution and/or in kind support to capital improvement projects.

### APPLICABILITY

To all individuals/community/sporting groups who are residents or to organisations who conduct their activities in the Orange Local Government area for the specific benefit of residents of the Orange Local Government area.

### GENERAL

- 1 All requests for donations and grants must illustrate how outcomes align to Council's Community Strategic Plan objectives.
- 2 Donations and grants may be applied for by:
  - a a person who is a resident of the Orange Local Government Area; or
  - b an organisation that has offices in the Orange Local Government Area; or
  - c a local branch of a State/National/International entity that is holding an event in the Orange Local Government Area, where the applicant can illustrate how funds raised will be spent locally to benefit Orange residents specifically.
- 3 Donations and grants to businesses acting for profit will only be allocated and paid following a resolution of Council that has considered any responses to the exhibition of the proposed allocation in accordance with section 356 of the Local Government Act 1993.
- 4 A complete application form is required for each request. If financial assistance is requested by any other means (eg, e-mail, letter, sponsorship pamphlet), it will not be considered. Council will advise the applicant of this policy and request the applicant to complete the required application form.
- 5 Government entities, including programs that are a Council function or are otherwise supporting or funded by Council, will not be supported via the Donations and grants policy.
- 6 Fundraising events where the funding raised from the event will be sent to organisations outside of the Orange Local Government Area, or will be used as a donation to another entity, will not be supported via the Donations and grants policy.
- 7 If an individual or entity seeking funding has an outstanding debt with Council they are ineligible for any funding.

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- 8 An individual/organisation can only receive one donation in a financial year and this donation cannot be in more than one category. This term does not apply to the Sports Participant Donations category, where individuals can apply for up to three donations in one financial year. This term does not exclude organisations who have received a donation under the Sports Facility Partnership Program from receiving a donation under the Sports Participant Program.
- 9 Donations and grants cannot be used to pay for the applicant's insurance costs or for the project insurance costs.
- 10 Donations and grants will not be retrospectively applied.
- 11 Where applications are seeking funding for capital works, attaching three quotations and/or a quantity survey will strengthen the application.
- 12 Where an event or works are to be conducted on Council property, certificates of currency for insurances by the applicant/suppliers will be required.
- 13 Events on Council properties must be conducted in accordance with Council's events management policy.
- 14 Events where Council's contribution is in kind require an application to be completed and a Council resolution is still required. Council will determine the value of in-kind support.
- 15 Recipients may be required to provide evidence of expenditure with local businesses to demonstrate the direct impact of their project.
- 16 All payments to applicants will be via electronic transfer.
- 17a A tax invoice, invoice or Statement by a Supplier form is not required for Council to pay a donation (as nothing is needed to be supplied for the payment).
- 17b If financial assistance is made in return of a supply for the payment, a tax invoice, invoice or Statement by Supplier form is required.
- 18 Council will advise if the donation or grant will require an acquittal statement at the conclusion of the period funding.

## FUNDING AGREEMENTS

- 19 Council may require a funding agreement to be entered into which will specify payment schedules and reporting deliverables.
- 20 Independently audited statements or copies of receipts may be required to verify expenditure of the donation or grant where a funding agreement is entered into.
- 21 Council will determine the amounts and to whom Donations and grants will be allocated.
- 22 Categories for donations and grants and their respective criteria, which are in addition to the general terms covered in the Policy, are as follows:

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## DONATIONS AND GRANTS CATEGORIES

<b>22</b>	<b>RATES REIMBURSEMENT (category terms in addition to general terms)</b>
<b>22a</b>	Not-for-profit entities only are eligible. Proof of not-for-profit status is required.
<b>22b</b>	An application form must be submitted for each financial year as part of the budget-setting process.
<b>22c</b>	No retrospective funding.
<b>22d</b>	The maximum amount is 75% of the rates (general rate plus base amount) of the subject property up to a maximum of \$2,000.00 (ex GST). One property only in a financial year.
<b>22e</b>	Applications will be determined by Council.

<b>23</b>	<b>SPORTS PARTICIPANT PROGRAM (category terms in addition to general terms)</b>		
<b>23a</b>	Applications can be considered on a monthly basis.		
<b>23b</b>	An application form must be submitted.		
<b>23c</b>	Weightings do not apply.		
<b>23d</b>	Written proof of selection from the body running the event/making the selection must be provided with the application form.		
<b>23e</b>	<p>Applicants can receive more than one donation in a financial year if:</p> <ul style="list-style-type: none"> <li>i an applicant has been selected in regional representation and then has been selected in state representation and/or in national representation in one sport;</li> <li>ii an applicant has been selected in regional representation and/or state representation and or/national representation in more than one sport.</li> </ul> <p>The number of donations available to an applicant in the Sports Participant Program is capped at three in the one financial year. An applicant is ineligible for another donation at the same level for the same sport in one financial year.</p>		
<b>23f</b>	If a team has received a donation, an individual in that team cannot be given a donation for the same representation.		
<b>24g</b>	Regional representation is not Orange representation. Regional and state representation will be as determined by the peak State body for the sport. National representation will be as determined by peak National body for the sport.		
<b>23h</b>	Applications will be determined by Council.		
<b>23i</b>	The location and duration of the sports event to be attended and costs arising from selection will be taken into consideration in determining the donation amount applicable.		
<b>23j</b>	Maximum allocation amounts are as follows:		
	<b>i</b>	<b>Regional representation - Individual</b> Individual selected in a Regional team	\$100 (ex GST)
	<b>ii</b>	<b>State representation - Individual</b> Individual selected in State team	\$250 (ex GST)
	<b>iii</b>	<b>National representation - Individual</b> Individual selected in a National team	\$500 (ex GST)
	<b>iv</b>	<b>Regional representation at State titles</b> For a club/association for one team only	\$250 (ex GST) total for the team
	<b>v</b>	<b>Regional representation at State titles</b> For a club/association with multiple teams	\$750 (ex GST) total for the club/association
	<b>vi</b>	<b>State representation at National titles</b> For a club/association for one team only	\$500 (ex GST) total for the team
	<b>vii</b>	<b>State representation at National titles</b> For a club/association with multiple teams	\$1,000 (ex GST) total for the club/association
	<b>viii</b>	<b>National representation at International titles</b> For a club/association for one team only	\$1,000 (ex GST) total for the team
	<b>vix</b>	<b>National representation at International titles</b> For a club/association with more than one team	\$2,000 (ex GST) total for the club/association
<b>23k</b>	<b>Western Region Academy of Sport - Council will donate the annual <i>per capita</i> contribution.</b>		

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<b>24</b>	<b>SPORTS FACILITY PARTNERHIP PROGRAM</b> <b>(category terms in addition to general terms)</b>
<b>24a</b>	An application form must be submitted annually as part of the budget-setting process.
<b>24b</b>	Weightings do not apply.
<b>24d</b>	Total allocation for all projects is \$50,000 per annum (ex GST)
<b>24d</b>	A maximum of \$15,000 (ex GST) per application is permitted
<b>24e</b>	Applications must be matched on a dollar-for-dollar basis.
<b>24f</b>	Preference is given to projects that improve Council-owned facilities.
<b>24g</b>	Council's Sport and Recreation Community Committee will review the annual applications and make recommendations to Council on funding allocation as part of the budget process annually.
<b>24h</b>	Council will advise if a funding agreement is required.
<b>24i</b>	Council will advise if the project requires the applicant to submit certificates of currency for insurances held by the applicant and suppliers.
<b>24j</b>	Council's purchasing policies must be observed in the engagement of suppliers.
<b>24k</b>	Funding must be fully expended in the financial year allocated and unspent funds paid back to Council.
<b>24l</b>	Within three months of the completion of the works, the applicant will provide an acquittal statement to verify how Council funds were spent.
<b>24m</b>	The applicant must comply with Council's planning requirements where development consent or other consents are required.
<b>24n</b>	An applicant who receives a donation under this category is able to apply for a donation from the Sports Participant Program donations category.

<b>25</b>	<b>GENERAL CATEGORY</b> <b>(category terms in addition to general terms)</b>
<b>25a</b>	Funding must be fully expended in the financial year allocated and unspent funds paid back to Council.
<b>25b</b>	It is preferred and advisable that an application form be submitted as part of the annual budget-setting process. Applications may be considered monthly for emergent reasons, however these will be subject to budget constraints.
<b>25c</b>	Applications will be determined by Council.
<b>25d</b>	Maximum amounts available are:
<b>i</b>	<b>School annual prize giving</b> per school - \$200 (ex GST). Weightings do not apply.
<b>ii</b>	<b>Reduction of fees for hire of Council facilities</b> Maximum of \$1,000 (ex GST) per applicant. Weightings apply. Ticketed events are ineligible. A quotation of fees is required. The requested amount cannot be more than the quotation.
<b>iii</b>	<b>Community event seed funding</b> Maximum of \$1,000 (ex GST) per applicant once only. Weightings apply. Must be a not-for-profit applicant. (A funding agreement may be required and applicant must have own insurance.)
<b>iv</b>	<b>Miscellaneous (eg projects, equipment purchase, other prize giving)</b> Maximum of \$2,000 (ex GST) per applicant. Weightings apply.

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<b>26</b>	<b>EVENT SPONSORSHIP (category terms in addition to general terms)</b>	
<b>26a</b>	<b>Maximum amounts</b> will be determined by event duration, participation levels and the applicant's ability to raise funds during the event (eg, ticketed events):	
	i	Small-sized event
		up to \$2,500 (ex GST)
	ii	Medium-sized event (limited ability for Council to approve more than four per year)
		up to \$5,000 (ex GST)
	iii	Large-sized event (limited ability for Council to approve more than one per year)
		up to \$20,000 (ex GST)
<b>26b</b>	Weightings do apply.	
<b>26c</b>	The applicant cannot be a recipient of Council funds from other allocations for the any other project or event.	
<b>26d</b>	Applications that show the applicant will match dollar-for-dollar the amount from Council will be more favourably considered.	
<b>26e</b>	It is preferred that an application form be submitted as part of the annual budget-setting process. Applications can also be considered monthly for emergent reasons.	
<b>26f</b>	Funding must be fully expended in the financial year allocated.	
<b>26g</b>	Unspent funds must be paid back to Council before 30 June in the year allocated.	
<b>26h</b>	Council will require a funding agreement be entered into.	
<b>26i</b>	An acquittal that shows how Council funds are spent must be provided within 3 months of the event being held.	

<b>27</b>	<b>HERITAGE ASSISTANCE FUND (category terms in addition to general terms)</b>	
<b>27a</b>	Eligible projects will be projects that involve the repair, conservation or re-instatement of missing items on heritage buildings, this includes fences, verandahs and decorative detail.	
<b>27b</b>	The funding level available depends on allocation in the Local Heritage Fund which Council is advised of on an annual basis. The allocation to specific project will then depend on the number of applications received.	
<b>27c</b>	Expressions of interest are called each year. Funding should not be considered to be ongoing.	
<b>27d</b>	Project timeframes must comply with NSW government provisions and have to be completed by February annually.	
<b>27e</b>	Applications must be made on the appropriate form.	
<b>27f</b>	Council's Heritage Advisor and planning staff will be able to assist in making the application.	
<b>27g</b>	Council's Cultural Heritage Community Committee will assess each application taking into account criteria as defined in the application information. It is not necessary for the project to meet all criteria.	
<b>27h</b>	Applications may need to be placed on public exhibition if the entity receiving the funding is does not have not-for-profit status	
<b>27i</b>	Unexpended funds will have to be returned.	
<b>27j</b>	Council may ask that three quotations be provided for capital projects.	
<b>27k</b>	An acquittal is required along with an end of project report that includes images of before and after work.	

## ASSESSMENT OF APPLICATIONS

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- 28 Council encourages applications on an annual basis and advertises for applications as part of the budget-setting process. Remaining Donations and grants funds (if any) can be allocated by Council for applications received after the budget allocation has occurred.

## CRITERIA FOR ASSESSING APPLICATIONS

- 29 Weighting is applied to specific categories described above as there is often an over subscription of available funds. When applications in these categories are being assessed, weighting is applied as follows:

<b>29a</b>	<b>Individuals or Not-for-Profit entities</b> Where the applicant <b>has not received</b> a donation from Council in the last four years	100% of requested amount* considered
<b>29b</b>	<b>Individuals or Not-for-Profit entities</b> Where the requested donation is 75% (or less) of the maximum amount	100% of requested amount considered
<b>29c</b>	<b>Individuals or Not-for-Profit Entities</b> Where the applicant <b>has received</b> a donation from Council in the last four years	75% of requested amount* considered
<b>29d</b>	<b>For-Profit Entities</b> Where the applicant <b>has not received</b> a donation from Council in the last four years	50% of requested amount* considered
<b>29e</b>	<b>For-Profit Entities</b> Where the applicant <b>has received</b> a donation in the last four years	25% of requested amount* considered

\* If the requested amount exceeds the maximum amount in the category, the weighting will be applied to the maximum amount, not to the requested amount.

- 30 Council will consider previous years allocations of funds to entities, favouring funding new initiatives and equity in the allocation of funding reasons.

## RELATED POLICIES/DOCUMENTS

Application forms for Donations and grants

Draft Funding agreement

## Responsible Area - Corporate and Commercial Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
<b>1</b>	31 January 2006	06/685	<b>4</b>	4 February 2014	14/38
<b>2</b>	January 2007	07/207	<b>5</b>	19 December 2017	17/583
<b>3</b>	November 2009	09/453	<b>6</b>	5 June 2018	18/254
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## SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
May 2018	<ul style="list-style-type: none"> <li>Remove requirements to supply a tax invoice for payment, and clarify when a Tax Invoice is required in relation to points 17a and 17b.</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>Weightings do not apply to all categories.</li> <li>Weightings relate to the maximum amount in a donation category, not to the requested amount.</li> <li>Another section has been added to weightings to enable small requests for non-profit entities already 75% or under of the maximum amount to receive their full request.</li> <li>Fund-raising events where funding raised from the event will be given to organisations outside of the Orange LGA or will be used as a donation to another entity will not be supported by this policy.</li> <li>More than one application can be made in the Sport Participant Program Donation category and an organisation that has been given a donation from the Sports Facility Partnership Program category can still make applications in the Sport Participant Program Donation category.</li> <li>A tax invoice, an invoice or a Statement by a Supplier is required to enable Council to pay approved donations.</li> <li>The maximum amount of general donations - miscellaneous has been changed from \$200 ex GST to \$2,000 ex GST.</li> <li>Rates reimbursement has been updated to be capped at \$2,000 (ex GST) and to confirm that rates reimbursement is for the generate rate plus the base amount for one property only in a financial year.</li> <li>Maximum amounts for event sponsorship will be determined by event duration, participation levels and the applicant's ability to raise funds during the event (eg, ticketed events).</li> <li>Maximum amount for reduction of hire fees has been changed from \$500.00 (ex GST) to \$1,000 (ex GST). Weightings apply. Ticketed events are ineligible. Quotations for the fees are required.</li> <li>Council will donate the annual per-capital contribution to the Western Academy of Sport from the Sports Participation Program.</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>Combined the Operational and Strategic Policy into one policy</li> <li>Revision of the application forms</li> <li>Addition of weightings to give new and not for profit applicants precedence</li> </ul>
December 2013	<ul style="list-style-type: none"> <li>Addition to reference to section in Local Government Act in the objectives.</li> <li>Category 2 requests to be considered on a quarterly basis, rather than monthly.</li> </ul>